

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Staff Services Manager II (Supervisor)
Position #:	051-120-4801-003
Salary Range:	\$5,576 - \$6,727
Issue Date:	January 2, 2009
Contact:	Cindy Hanneman (916) 445-3633
Location:	Business Services Office 300 Capitol Mall, Ste.1508 Sacramento, CA 95814
Final Filing Date:	Statewide Open Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. Because of its important work and the value SCO places on its employees, it is one of the best places to work in the State of California.

Scope of the Position:

With general direction provided by the Bureau Chief, Fiscal and Business Operations (a SSM III), the Staff Services Manager II is responsible for overseeing the department's business management functions. These functions include facilities and space management; telecommunications; video conferencing; records management; forms management; transportation; and intranet management. Specific duties include, but are not limited to, the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Provides oversight in the areas of lease management, space utilization, ergonomics, and compliance with various facilities-related requirements (ADA, Title 24, Uniform Building codes, etc.) Monitors current issues, technological changes, future trends, and business cycles that affect the business services functions of the department.
- Acts as the Department's liaison with the Department of General Services (DGS) for facility issues. Oversees the technical support and negotiation functions regarding the department's interests on new facilities leases, lease renewals, lease amendments, and construction plans. Responsible for the Department's long-range facilities plan.
- Directs activities delegated to the department by the DGS' Office of Real Estate Services and Design within budgetary constraints and projections. Directs the design of construction plans, materials specification and reviews work for compliance. Manages projects from concept and design through implementation and evaluation phases by coordinating the efforts of specialists both within the department and outside vendors in facility-related fields. These fields could include information security, data and voice communications, wire management, interior design, general construction, safety, transportation, and the *Americans with Disabilities Act* (ADA). Effectively oversees the delivery of the work environment needs of the Department's employees and their programs.
- Encourages a teamwork approach among staff to ensure cross-training and staff development occurs. Coaches employees in achieving their daily work and professional development goals. Provides timely and constructive feedback to employees on their work performance, and works with employees to develop and achieve their annual individual development plan goals. Takes appropriate corrective actions, as necessary.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std. 678 State Application and Resume to:

State Controller's Office
Fiscal & Business Operations
ATTN: Cindy Hanneman
300 Capitol Mall, Suite 634
Sacramento, CA 95814